

**SAMPLE**

## **CONTRACT COMPLIANCE CHECKLIST**

- \_\_\_\_\_ 1. Affirmative Action Plan
- \_\_\_\_\_ 2. Equal Opportunity/Affirmative Action Policy Statement
- \_\_\_\_\_ 3. Copy of Policy Statement submitted to all employees
- \_\_\_\_\_ 4. Name and Address and Workforce Analysis of Subcontractors to be used (RIEEO 1 CC7-89)
- \_\_\_\_\_ 5. Name, address of all minority and non-minority subcontractors invited to submit bids
- \_\_\_\_\_ 6. Copy of employment application
- \_\_\_\_\_ 7. Copy of newspaper advertisement with "Equal Employment Opportunity" clause
- \_\_\_\_\_ 8. Identification by name, sex, race, date of hire, position held, and date of all minorities and females hired since your last bid review
- \_\_\_\_\_ 9. Copies of all late 257 Monthly Employment Utilization Reports
- \_\_\_\_\_ 10. Copy of the Section of the Union Contract with the EEO Clause included
- \_\_\_\_\_ 11. Employee handbook, if compliance information and policy statement is included
- \_\_\_\_\_ 12. Criteria used for recruitment and hiring:
  - a) labor organizations \_\_\_\_\_
  - b) minority organizations \_\_\_\_\_
  - c) word of mouth \_\_\_\_\_
  - d) walk-ins \_\_\_\_\_

**Summary of Discussion or Action**

\_\_\_\_\_  
**COMPANY**

\_\_\_\_\_  
**SIGNATURE AND TITLE OF COMPANY REPRESENTATIVE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE AND TITLE OF STATE E.O. REPRESENTATIVE**

\_\_\_\_\_  
**DATE**